



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 5.6</b>
<b>TO:</b> All City Employees
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Office and Mobile Telephone Usage
<b>DATE:</b> May 5, 1995
<b>Supersedes and Replaces Administrative Order 5.6 dated 11/01/93 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a policy and a set of procedures governing the use of office and mobile phones. The intent is to provide guidelines to City employees and to improve accountability for the usage of said telephone equipment.

**II. POLICY**

The use of office and mobile phones shall be limited to City business only. Employees are hereby advised that long distance personal calls on office phones as well as personal calls on mobile phones are not authorized. Calls to 411 (information for local numbers) should only be used when the information is not available in the telephone book. (The City is billed for each 411 call made.)

**III. PROCEDURES**

**A. Office Telephone Usage**

All long distance telephone calls will require the use of an access code. Personal access codes will be assigned to all employees serving in Full-Time and Part-Time Permanent positions. The use of access codes allows for the monthly billing statements to provide a breakdown of long distance calls by user.

Each employee shall maintain a usage log detailing the date and time of the

long distance call, the number called, the individual called, and the reason for the call. (Attached is a copy of the established Long Distance Telephone Log form to be used for recording such data.)

Employees shall forward their long distance phone usage logs to the Department of Finance at the end of each month. The Department of Finance will assume the responsibility of reviewing the city-wide long distance telephone billing statement in conjunction with the usage logs to verify the appropriateness of the calls. The review will be conducted on a random basis with obvious abnormalities investigated and brought to the appropriate Department/Division Head's attention. Personal calls will be billed to employees. The monthly billing statement and supporting usage logs will be filed by month within the Department of Finance.

**B. Mobile Phones**

Each month a copy of the billing statement will be distributed to Department/Division Heads for review and to determine appropriateness of the calls. The Department/ Division Head should indicate that the billing statement has been reviewed by signing said statement. A copy of the statement should then be returned to the Department of Finance where it will be filed by month.

If circumstances arise where it is necessary to make a personal call, a log should be maintained detailing those calls; however, making such calls should be limited to circumstances where there is no reasonable alternative. (Attached is a copy of the established form to be used for recording personal calls made on mobile phones.) Usage of mobile phones for personal calls must remain within the bounds of good judgement. Usage of mobile phones for personal calls shall be the exception and not the rule. Reimbursement to the City shall be required for all such calls.

Attachments